

## **Team Roles and Responsibilities**

### **Sponsor (Responsible for Implementation)**

- Vested interest in project.
- Identifies the team's objectives and approves charter.
- Removes barriers to team success.
- Explains expectations but does not define how to solve the problem.
- Articulates vision of results.
- Takes action on team's recommendations.

### **Team Lead (Focused on Purpose of the Team)**

- Educate team members about the team's purpose, limits, etc.
- Track the team's goals, assignments, and achievements.
- Anticipate and respond to changes in timing, schedules, workloads, and problems.
- Communicate with Stakeholder and management about the team's progress and needs (for example, re-negotiating due dates, priorities, scope changes, resources, etc.).
- Communicating with the rest of the organization about the team's activities, progress, and achievements.
- Participate as Team Member
- Help resolve conflicts.
- Take care of logistics (arrange for meeting rooms, schedule meetings, , monitor progress on assignments).

### **Lead/Facilitator (Neutral, Focused on Team's Progress/Success)**

- Prepare meeting agenda and send out material to team members.
- Lead meetings and keep team on track.
- Focus on the team's process.
- Work with Team Leader and Sponsors to plan meetings.
- Assist Team Leader to compile information on team's progress to share with others.

### **Team Member (Focused on Purpose of the Team)**

- Participate fully.
- Think less about personal goals and more about the success of the team as a whole.
- Work to develop an atmosphere of trust and respect among the team.
  - Treat teammates with respect.
  - Value different ideas.
- Listen more than you talk.
- Communicate clearly.
- Make realistic commitments and then keep them.
- Develop recommendations for decision by Sponsor.